

# **Wiki In-service**

## **1) Introduction**

A wiki is a Web site that allows users to add and update content on the site using their Web browser. You can save files directly inside the Wiki. Wikis end up being created mainly by a collaborative effort of the site members.

## **Examples of wikis:**

<http://mathtechcamp.wikispaces.com/>

<http://gssdsciences.wikispaces.com/>

<http://ccshomework.wikispaces.com/>

<http://cjesstaff.wikispaces.com/>

## **Web Resources:**

[http://blogs.gssd.ca/mmorley/?page\\_id=1910](http://blogs.gssd.ca/mmorley/?page_id=1910)

<http://tropin.edublogs.org/wiki/>

## **2) Structure of a wiki:**

The initial page is the home page which explains the intended audience and purpose of the wiki.

## **On either side (depends on template):**

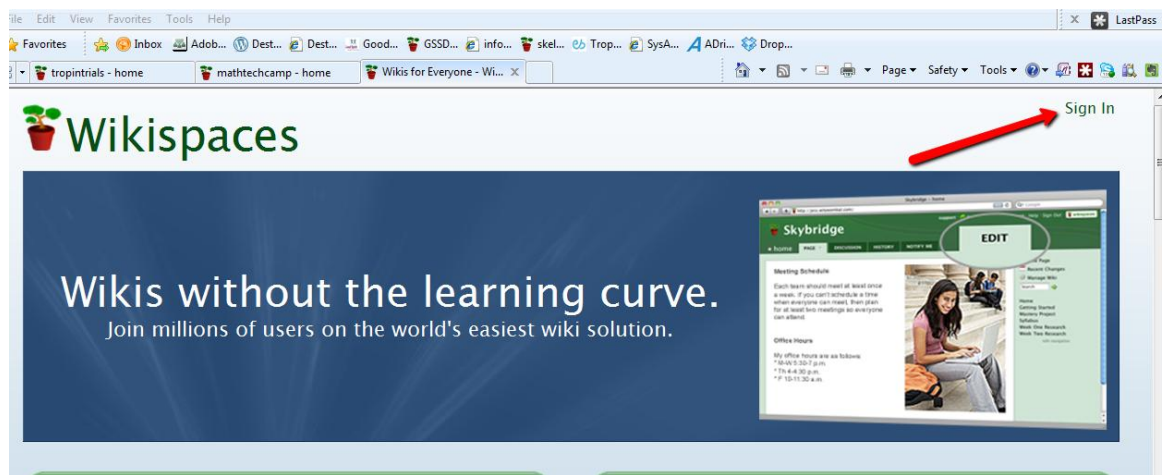
- Is a navigation list which allows us to move through the pages that were created by the administrator.
- Resources are placed on each page

### 3) Working with the WIKI:

- Sign in
- Create and edit your pages
- Add resources to each page
- Save your work

### 4) Create a Wiki:

a) Go to [www.wikispaces.com](http://www.wikispaces.com) and select Sign In



b) Create a new wikispaces account:

A screenshot of the Wikispaces sign-in and account creation page. The page has a light blue header with the Wikispaces logo. Below the header, the text 'Welcome to Wikispaces!' is displayed. A message states: 'If you already have an account, sign in below. [Make a new account](#).' Under the heading 'Sign In', there are two input fields: 'Username' and 'Password'. Below these fields is a 'Sign In' button and a checkbox labeled 'Keep me signed in'. At the bottom of the form, there are three links: 'Forget your password?', 'Create a new Wikispaces account.', and 'Sign in with OpenID'. A red arrow points to the 'Create a new Wikispaces account.' link.

**c) Fill in the information and create a Wiki now:**

## Join Now

**Username**

**Password**

**Email Address**

We will not spam or share your email address.

**Make a Wiki?**

☐ Yes ☒ No

choose Yes

Create a wiki now or after you join.

**Join**

**d) Choose create a new Wiki**



tropin11 · My Wikis · · My Account · Help · Sign Out · wikis

+ Create a New Wiki

## e) Name wiki and create it:

The screenshot shows the Wikispaces 'Create' page. At the top, there's a navigation bar with the Wikispaces logo, a user profile 'tropin11', and links for 'My Wikis', 'My Account', 'Help', and 'Sign Out'. A 'Create a New Wiki' button and a search bar are also present. The main content area explains that a wiki is a place to gather people and edit pages together. Below this, there's a 'Wiki Name' input field with a '.wikispaces.com' suffix. A red arrow points to this field with a blue box labeled 'Keep it shorter'. Underneath the name field, it says 'Choose a name between 3 and 32 characters long.' The 'Wiki Permissions' section has three radio button options: 'Public (free)' (selected), 'Protected (free)', and 'Private (first 30 days free)'. A red arrow points to the 'Protected (free)' option with a blue box labeled 'Choose protected'. Below permissions is a 'Wiki Type' dropdown menu. At the bottom, there's an optional text field and a 'Create' button, with a red arrow pointing to the button.

## What it means to be a wiki organizer

Wiki organizers handle the administration of the wiki. As an organizer of this wiki, you have some special powers that other members won't have. These are just a few:

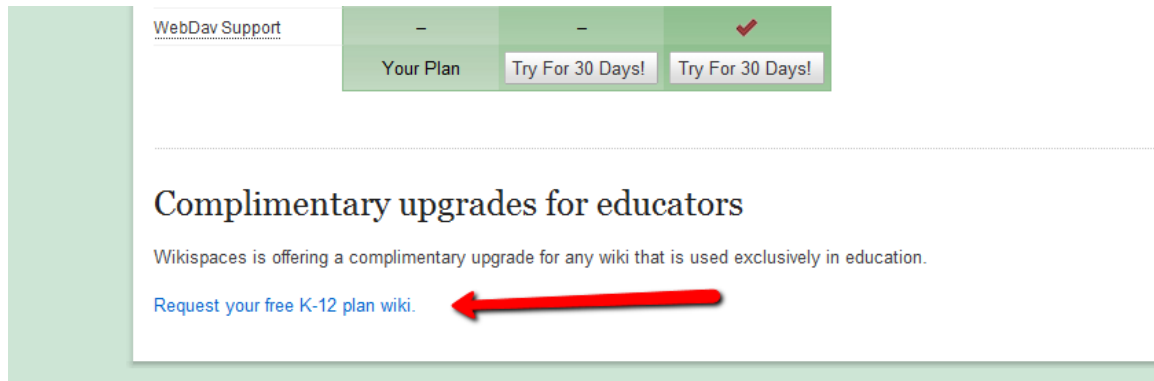
- Setting permissions for the whole wiki
- Managing wiki members
- Changing the look and feel
- Locking pages so no one can edit them
- Deleting or renaming files and pages

## Special wikis for educator

There is a free upgrade for wikis that are used exclusively for K–12 or Higher Education. These wikis are **free** and **ad-free**, and you can make them **private** for extra security for your students. These wikis also come with a User Creator tool that lets you **open student accounts in bulk** — with or without student email addresses.

## To request an education Wiki:

- 1) Go to Manage Wiki
- 2) Choose settings – Subscriptions

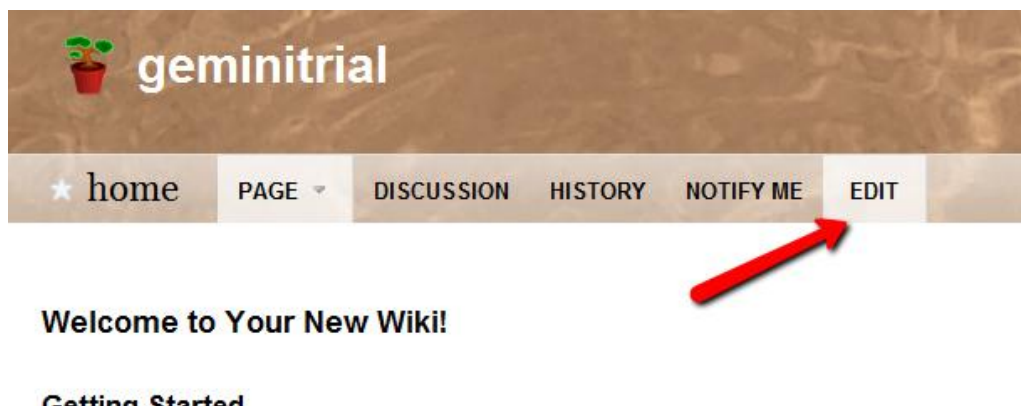


## f) Set a look and feel for your Wiki:

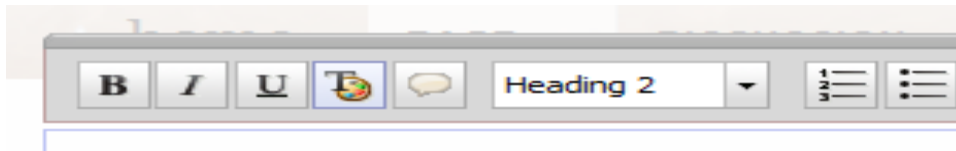
- 1) Go to Manage Wiki
- 2) Choose settings – Look and feel
- 3) selects themes and colours

## g) Edit home page:

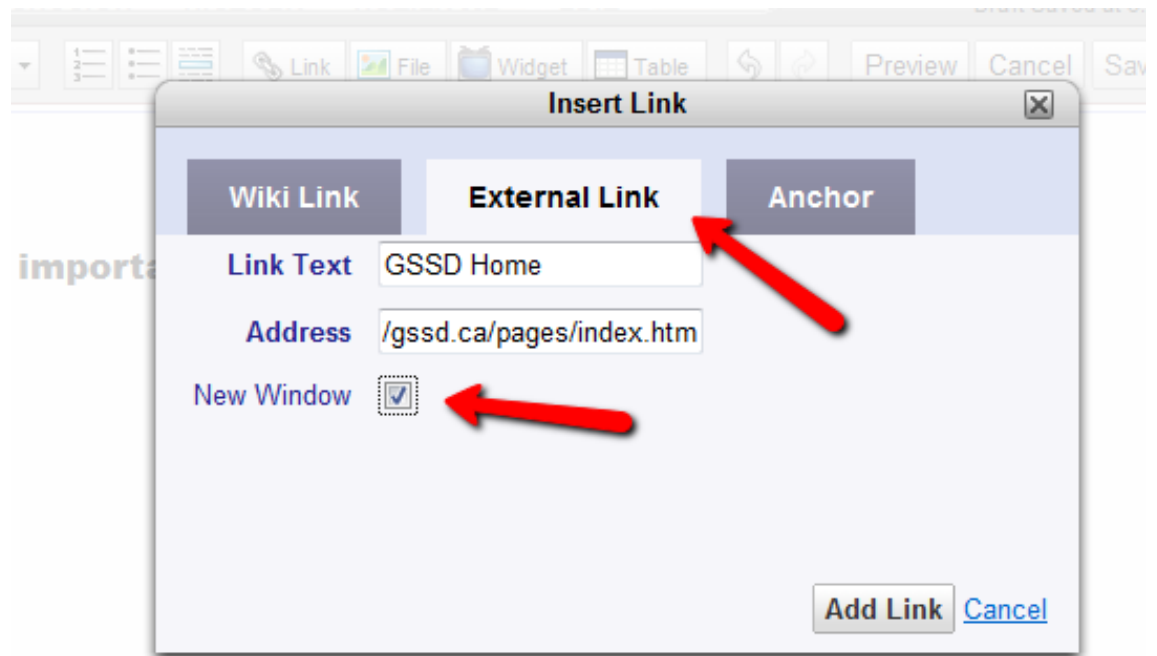
- 1) Select edit at top menu of page



- 2) Erase text presently on page
- 3) Add text and change Heading Size, Colour and style, and text properties



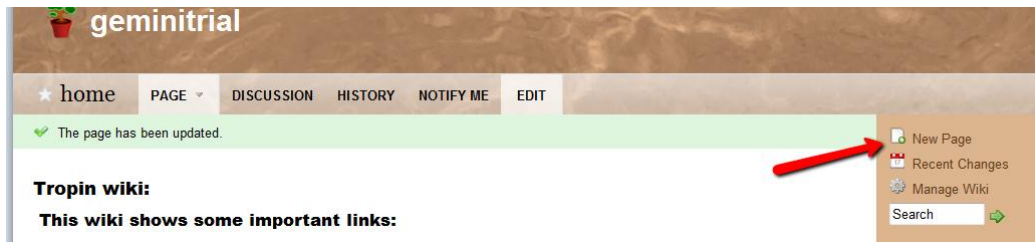
- 4) Go to website where you want link and copy URL
- 5) Click on link at top of edit page menu and select external link
- 6) Fill in link text and paste in link address



- 7) Select add link at bottom of insert link box
- 8) After adding links save page. (cancel if you have made a mistake )



## To Create a File and Images Page:

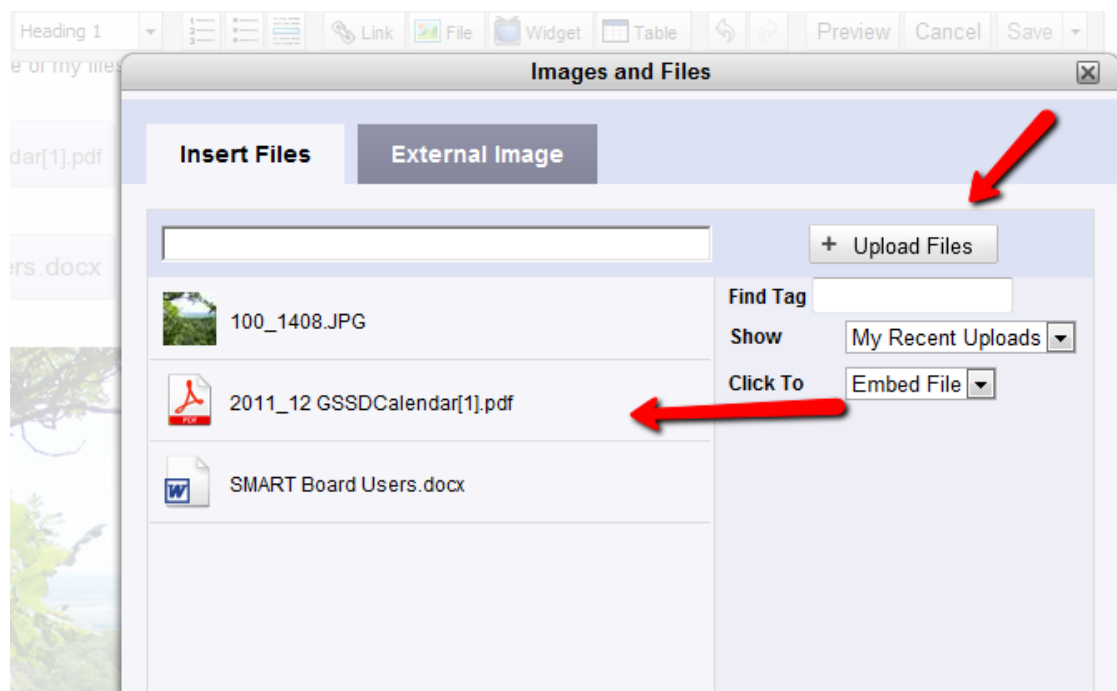


## Name your page, add text and add Files/Images/videos to Your New Page:

### a) Click on Images and Files Icon:

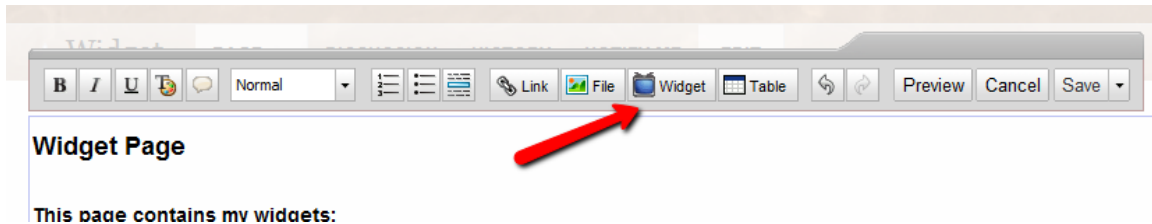


### b) Select + upload Files, browse for file, after it is uploaded you can click on it to embed file/image/video

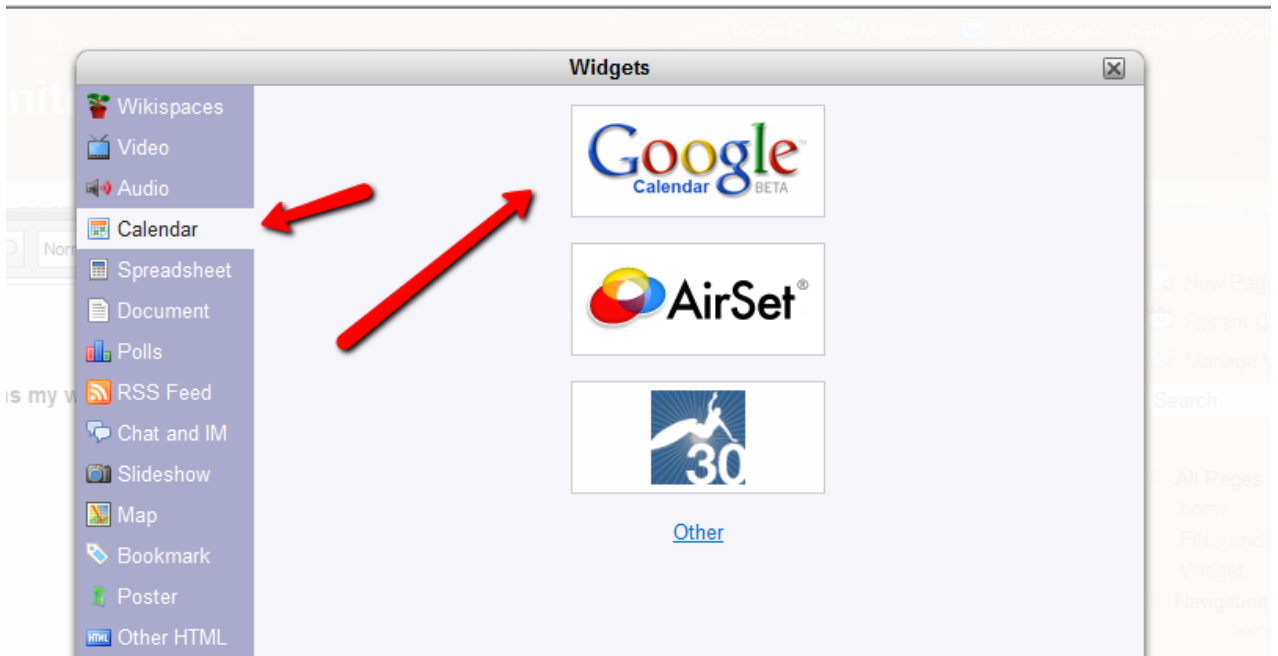


**To Create a Widgets Page:**

**Name your page, add text and add Widget to Your New Page:**



**Select Widget you want, copy code and embed code as for example Google calendar:**



**Save Page.**



## Invite people to your wiki

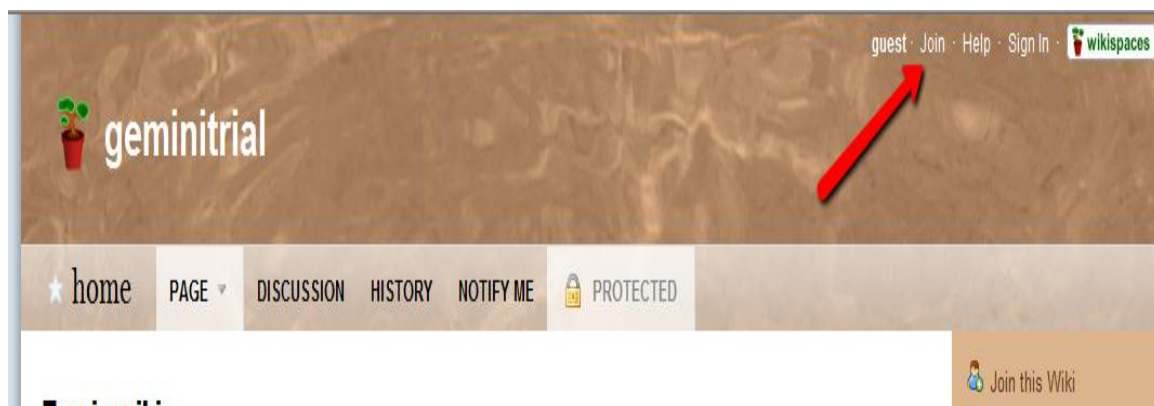
Go to **Manage Wiki > Invite People** to send an invitation email to the folks who will be collaborating in your wiki. Just type in up to 100 email addresses or Wikispaces usernames, separated by commas or line breaks, and hit **Send**.



The screenshot shows the 'Invite People to geminitrial' interface. At the top right is a link 'Back to Manage Wiki'. Below the title is a 'Send To' text area with a scroll bar. Underneath it is a note: 'List up to 100 email addresses or usernames using commas or linebreaks'. Below that is a 'Your Message' text area with a scroll bar, containing the text: 'I've made a wiki on Wikispaces that I'd like to share with you. You'll be able to easily edit pages, upload files, and join our discussions. I hope you'll join us!'. At the bottom left of the form is a 'Send' button.


## Let people join

When visitors like your wiki, they can use the **Join** link to request membership.



You'll be able to approve or deny these requests at **Manage Wiki > Members**.

## Members

<input type="checkbox"/>	Name ▾	Member Since	Type
<input type="checkbox"/>	 tropin11	Today 6:00 pm	Organizer and Creator
1 - 1 of 1			

## Pending Membership Requests

<input type="checkbox"/>	Name	Date	Comment	Status
There are no pending membership requests.				

Conference Session : Wikis in the Classroom  
 Site / Location: Yorkton Regional High School - A7 Date: May  
 24, 2011 - 10:55 AM to 12:00 PM  
 Speakers: John Tropin  
 Attendees In This Session: 8

Last	First	Site / Location	Job Position	Session Attendance
Cyhla <input type="text"/>	Holly	Hoffman School		
	Active			
Dyck <input type="text"/>	Lisa	Norquay School		
	Active			
Kitchen <input type="text"/>	Kevin	Kamsack Comprehensive Institute		
	Active			
Kitchen <input type="text"/>	Leona	Invermay School		
	Active			
Olson <input type="text"/>	Tracey	Hoffman School		
	Active			
Pfeifer <input type="text"/>	Michelle	M.C. Knoll School		
	Active			
Robinson <input type="text"/>	Kristie	Hoffman School		
	Active			
Tropin	John	Fairview Education Centre, Canora Composite School, Canora Jr. Elementary School, Columbia School, Esterhazy High School, Hoffman School, Invermay School, Langenburg High School, P.J.		Active